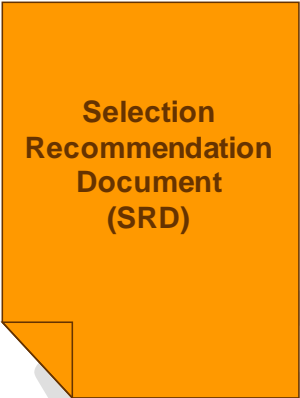


After completion of the evaluation of the proposals and selection of the Awardee, the Task Order Contracting Officer's Representative (COR) will prepare a Selection Recommendation Document (SRD) describing the review process and providing a rationale for recommendation of the Awardee. The Task Order Contracting Officer (CO) will review and approve the SRD before sending it to the NIHCATS II CO for concurrence. To facilitate this step of the task order process, the NIHCATS II Program Support Team has developed this SRD template.

The SRD must include (1) the selection criteria/methodology for evaluating submitted proposals as originally defined in the TORP package, (2) a list of the contractors that responded to the TORP, (3) rationale for the recommendation of the task order Awardee, including a summary of evaluation results, any negotiations conducted, price analysis, and award analysis (rationale for the recommendation of the Awardee), and (4) signature of the Task Order CO.



**Selection
Recommendation
Document
(SRD)**

The Selection Recommendation Document (SRD) will include:

- 1) the selection criteria for evaluating submitted proposals as originally defined in the TORP package
- 2) list of contractors that responded to the TORP
- 3) evaluation results and rationale for the recommendation of the awardee
- 4) Task Order Contracting Officer signature

The Task Order CO will forward the approved SRD to the NIHCATS II CO (via the NIHCATS II e-mail NIHCATSII@mail.nih.gov) for review and concurrence.

After reviewing and concurring on the SRD, the NIHCATS II CO will notify the Task Order CO via e-mail to begin processing the task order award. A signed copy of the task order must be forwarded to the NIHCATS II Program Support Team via e-mail on the same day that the award is made. The NIHCATSII CO will release the signed task order award and an award letter to the Awardee and Task Order CO/COR announcing the task order award.

Questions about the SRD template, all correspondence, official documents related to task order establishment, and administration should be directed to the NIHCATS II Program Support Team (NIHCATSII@mail.nih.gov).

For more information regarding the task order process, roles and responsibilities, etc., please reference the NIHCATS II Standard Operating Procedures available on the 'Resources' tab of our website (<http://NIHCATSII.olao.od.nih.gov>).

Assigned
prior to
TORP
release by
the
NIHCATS II
Program
Support
Team.

Task Order Information

Task Order (TO) Title:	< Conference/Workshop Title >
Task Order Request Package (TORP) Number:	< TORP Number >
Date Evaluation Completed:	7/27/2012
Requesting NIH IC/Federal Agency:	NIH/HHS/etc.
Requisition Number:	< Requisition Number >
TO Period of Performance:	MM/DD/YYYY - MM/DD/YYYY

1 Contractors Responding with a Proposal

Company A*	(HHSN263XXXXXXXXXX1)	<input checked="" type="checkbox"/>
Company B	(HHSN263XXXXXXXXXX2)	<input type="checkbox"/>
Company C*	(HHSN263XXXXXXXXXX3)	<input checked="" type="checkbox"/>
Company D*	(HHSN263XXXXXXXXXX4)	<input type="checkbox"/>
Company E	(HHSN263XXXXXXXXXX5)	<input type="checkbox"/>
Company F*	(HHSN263XXXXXXXXXX6)	<input type="checkbox"/>
Company G	(HHSN263XXXXXXXXXX7)	<input type="checkbox"/>
Company H	(HHSN263XXXXXXXXXX8)	<input checked="" type="checkbox"/>
Company I	(HHSN263XXXXXXXXXX9)	<input type="checkbox"/>
Company J*	(HHSN263XXXXXXXXXX10)	<input type="checkbox"/>
Company K*	(HHSN263XXXXXXXXXX11)	<input type="checkbox"/>
Company L	(HHSN263XXXXXXXXXX12)	<input type="checkbox"/>
Company M	(HHSN263XXXXXXXXXX13)	<input type="checkbox"/>
Company N	(HHSN263XXXXXXXXXX14)	<input type="checkbox"/>
Company O*	(HHSN263XXXXXXXXXX15)	<input type="checkbox"/>
Company P*	(HHSN263XXXXXXXXXX16)	<input type="checkbox"/>
Company Q	(HHSN263XXXXXXXXXX17)	<input type="checkbox"/>
Company R	(HHSN263XXXXXXXXXX18)	<input type="checkbox"/>
Company S*	(HHSN263XXXXXXXXXX19)	<input checked="" type="checkbox"/>
Company T*	(HHSN263XXXXXXXXXX20)	<input type="checkbox"/>
* = denotes small business status		

Range of
dates
identified
for the
event in the
TORP.

Number
on the
TORP
funding
document
obligating
funds for
task order
services.

The NIHCATS II contracts have been reserved as a Partial Small Business set-aside. Task order proposals for domestic services with an estimated value of \$500,000 and below will receive priority consideration for award to a small business. (If the Task Order CO receives two or more task order proposals for domestic services valued at \$500,000 or less, the Task Order CO would first review offers submitted from small business concerns. If the Task Order CO receives no acceptable offers from small business concerns, the set-aside shall be withdrawn and offers from the large business will then be considered). Furthermore, the Government may solicit task order proposals with an estimated value above \$500,000 from small businesses. The small business reservation does not preclude large business from submitting proposals on any task order, reference (FAR 19.502-3).

2 Recommended Contractor

Contractor Name:	<div style="border: 1px solid black; padding: 2px;">Company S</div>
IDIQ Contract Number (See Block 2 above for the contractor names and the corresponding contract number starting with "HHSN..."):	<div style="border: 1px solid black; padding: 2px;">HHSN263XXXXXXXXXX19</div>
Contractor Address:	<div style="border: 1px solid black; padding: 2px;">< Contractor Address ></div> <div style="border: 1px solid black; padding: 2px;">< Contractor Address ></div>
City:	<div style="border: 1px solid black; padding: 2px;">< Contractor Address ></div>
State:	<div style="border: 1px solid black; padding: 2px;">< Contractor Address ></div>
Zip Code:	<div style="border: 1px solid black; padding: 2px;">< Contractor Address ></div>
<u>Point of Contact</u>	
Name:	<div style="border: 1px solid black; padding: 2px;">< Contractor Point of Contact ></div>
Phone Number:	(<div style="border: 1px solid black; padding: 2px;">XXX</div>) <div style="border: 1px solid black; padding: 2px;">XXX</div> - <div style="border: 1px solid black; padding: 2px;">XXXX</div>
Fax Number:	(<div style="border: 1px solid black; padding: 2px;">XXX</div>) <div style="border: 1px solid black; padding: 2px;">XXX</div> - <div style="border: 1px solid black; padding: 2px;">XXXX</div>
E-Mail Address:	<div style="border: 1px solid black; padding: 2px;">< Contractor Point of Contact ></div>

3 Documentation of Award Decision

1. Was the announcement of the task order requirement made to all prime contractors? If not, confirm that an exception to the Fair Opportunity rule was cited in the TORP and cite the fair opportunity exception used.

<input checked="" type="checkbox"/>	Yes
<input type="checkbox"/>	No

Provide further explanation if exception to the Fair Opportunity rule was cited in the TORP.

2. List the selection criteria/methodology used to evaluate the competing prime contractors.

Note: The selection criteria/methodology must match what was listed in the original TORP package.

Please provide comments below regarding the selection criteria/methodology used in your evaluation.

<input type="checkbox"/>	Experience with International Issues
<input checked="" type="checkbox"/>	Corporate Experience
<input checked="" type="checkbox"/>	Past Performance
<input checked="" type="checkbox"/>	Cost / Price

Please reference the original TORP package for selection criteria/methodology.

(SAMPLE LANGUAGE)

The selection criteria for evaluating the competing prime contractors were: 1) Corporate Experience, 2) Past Performance, and 3) Cost/Price. All three criteria, as originally identified in our TORP package, were weighed evenly. Past Performance and Corporate Experience were evaluated on a scale of 1 to 5 with 1 being the top rating. Cost/Price was evaluated as reasonable/unreasonable based on our Independent Government Cost Estimate (IGCE) analysis.

3. Provide rationale for the recommendation of the task order Awardee including a narrative summarizing the evaluation results for each contractor's submission. The narrative should include specific details regarding any negotiations conducted and price analysis.

SEE ATTACHMENT "RATIONALE NARRATIVE (#3)"

4. Identify the estimated hours, labor rates, and other related fees proposed by the selected Awardee.

Please provide a thorough explanation/justification for your evaluation and any other scoring mechanisms /breakdowns (i.e. point system) used. A separate Word document may be attached if the space above is not sufficient. Each company and their respective proposals must be evaluated.

Labor Category	Estimated Hours	Loaded Labor Rate	Total Cost
Project Manager	40	\$ 250.00	\$ 10,000.00
Assistant Project Manager	30	\$ 200.00	\$ 6,000.00
Administrative Assistant		\$	\$
Web Project Manager		\$	\$
Web Designer	15	\$ 145.00	\$ 2,175.00
Web Software Developer		\$	\$
Web Content Administrator		\$	\$
Interpreter		\$	\$
Escort		\$	\$
Statistician		\$	\$
Evaluation Specialist		\$	\$
Audio/Visual Coordinator		\$	\$
Logistical/Technical Support Specialist		\$	\$
Conference Management Director		\$	\$
Graphic Artist		\$	\$
Pass-Through Expenses			\$
Other Direct Costs			\$ 4,750.00
Handling Fee/G&A on ODC's			\$ 712.50
TOTAL			\$ 23,637.50

4 Approving Authority

Task Order Contracting Officer	
Name:	< Name of Task Order CO >
NIH IC/ Federal Agency:	NIH/HHS/etc.
Phone Number:	(<input type="text" value="XXX"/>) <input type="text" value="XXX"/> - <input type="text" value="XXXX"/>
Fax Number:	(<input type="text" value="XXX"/>) <input type="text" value="XXX"/> - <input type="text" value="XXXX"/>
E-Mail Address:	< Task Order CO E-Mail Address >
Signature:	X _____
Date:	7/30/2012

The Task Order Contracting Officer must sign the completed SRD, scan it, and email it to the NIHCATS II Contracting Officer via the NIHCATS II email box (NIHCATSII@mail.nih.gov) for concurrence

Selection Recommendation Document
Attachment: Rationale Narrative (#3) (SAMPLE)

Selected Awardee: Company S

Description of the Selection Process:

Provide rationale for the recommendation of the task order Awardee including a narrative summarizing the evaluation results for each contractor's submission. The narrative should include specific details regarding any negotiations conducted and price analysis.

Past Performance was the first evaluation criteria reviewed with a rating scale from 1-5, with 1 being the top rating. The scale used is represented as follows:

#	Rating	Description of Rating
1	Exceptional	Full and comprehensive range of past performances demonstrated related to task order requirements. Frequent examples cited of repeat customers/awards.
2	Outstanding	Abundant and wide range of past performances demonstrated related to task order requirements. Several examples cited of repeat customers/awards.
3	Good	Sufficient past performances demonstrated related to task order requirements. Several examples cited of repeat customers/awards.
4	Fair	Limited past performances demonstrated related to task order requirements.
5	Poor	Inadequate information provided or no relevant past performances demonstrated.

Company Name	Score	Additional Comments
Company A*	3	
Company C*	2	
Company H	2	
Company S*	1	

Please provide additional information regarding the scoring methodology used, if necessary.

Corporate Experience was the second evaluation criteria reviewed with a rating scale from 1-5, with 1 being the top rating. The scale used is represented as follows:

#	Rating	Description of Rating
1	Exceptional	Strong and full evidence the contractor is fully capable of fulfilling the task order requirements.
2	Outstanding	Abundant evidence the contractor is capable of fulfilling the task order requirements. Frequent examples cited of repeat customers/awards.
3	Good	Sufficient experience the contractor is capable of fulfilling the task order requirements. Several examples cited of repeat customers/awards.
4	Fair	Limited evidence the contractor is capable of fulfilling the task order requirements.
5	Poor	Inadequate or no evidence the contractor is capable of fulfilling the task order requirements.

Company Name	Score	Additional Comments
Company A*	2	
Company C*	3	
Company H	3	
Company S*	2	

Please provide additional information regarding the scoring methodology used, if necessary.

Cost/Price was the third evaluation criteria reviewed. The costing information from each contractor was assessed, namely in comparison to our Independent Government Cost Estimate (IGCE).

Company Name	Comments
Company A*	The direct cost pricing is reasonable. The labor rate is reasonable, but the G&A provided is the highest in comparison to the other contractors.
Company C*	The direct cost pricing is reasonable. The labor rate is one of the highest, but the G&A is reasonable.
Company H	The direct cost pricing is reasonable except that the proposed travel rates are very high. The labor rate is the highest in comparison to the other contractors, but the G&A is reasonable.
Company S*	The direct cost pricing is reasonable. The labor and G&A costs are reasonable as well.